COMPT 76-1907

18 NOV 1976

Mr. Donald G. Ogilvie
Associate Director for National
Security and International Affairs
Office of Management and Budget
Washington, D.C. 20503

Dear Don:

Here are three copies of the third monthly progress report of the Central Intelligence Agency in compliance with the President's Management Initiatives.

Sincerely,

[redacted] STATINTL

James H. Taylor
Comptroller

Enclosure

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MONTHLY REPORT for November 1976

INITIATIVE: 2

TITLE: Evaluation of Current Programs

DEPARTMENT/AGENCY: Central Intelligence Agency

RESPONSIBLE OFFICIAL: James H. Taylor, Comptroller TELEPHONE: 351-4456

II. Efficiency Evaluations

A. Prioritization of Inspection Requirements

The Office of the Inspector General was charged in August 1976 to conduct an overall survey of all directorates to identify components and activities warranting more detailed inspections.

Action Steps	Estimated Completion Date	Remarks
Complete component reviews	1 November 1976	Reviews completed. Reports being drafted.

B. SIGINT Study

OMB and the House Appropriations Committee have suggested that more of the U.S. SIGINT program should be consolidated under a single manager. Consequently, the Central Intelligence Agency has assigned a task force to study its SIGINT missions and to develop recommendations concerning the consequences of consolidating the program.

Action Steps	Estimated Completion Date	Remarks
Conduct interviews with concerned officials in CIA and Community on SIGINT programs	15 November 1976	In progress.

F. Alternative Data Processing Equipment

Currently, large scale computer systems are used in a central computer facility to provide computer services to a wide range of applications and users throughout the Agency. Many of the applications can be classified as information storage and retrieval applications. Information storage and retrieval systems have much commonality in the functions that are performed and the ADP techniques that are used to accomplish these functions. When large centralized computers are used for these applications, service to the customers is affected by

competition for computer resources, interaction among applications which can slow down response time to one or more users, and occasional system outages. In this study, to be done partly by a contractor, we have selected an appropriate application involving a data base containing information on Special Clearances. Data will be converted for use on a minicomputer, programs will be prepared, and operational tests will be performed and evaluated to determine if the minicomputer can provide greater reliability (i.e., less downtime from system failure) and more effective response time for storage and retrieval functions at less cost.

	Action Steps	Estimated Completion Date	Remarks
a.	Complete review of current methods for processing the application.	31 July 1976	Review completed. The current system (computer programs and operating procedures) has been examined in detail.
b.	Complete conversion of current data base to suitable form for use with minicomputer.	31 October 1976	An unclassified subset of the data base was created and loaded into the minicomputer. This data base is now operational. The physical capability of the minicomputer's disk storage has been reached. Thus, if it were decided (after this test) to use the minicomputer for this particular application, it would be necessary to acquire additional disk storage to accommodate the full data base.
c.	Complete application programs for minicomputer.	30 November 1976	The basic application programs to handle all queries are complete. However, it is clear that it would not be practical to produce lengthy monthly reports and certain other large file maintenance processes that are related

to this particular application using only the minicomputer. A feasible solution would be to use the minicomputer as a distributed processor for the daily functions of entering data and querying the file, and to call upon a central computer for producing monthly reports.

G. Component-Conducted Training

All training activities in the Agency, whether under the direction of the Office of Training or by components, are being reviewed to determine: possible duplication; opportunities for combining similar courses; and the efficiency of methods used to determine training requirements.

Action Steps	Estimated Completion Date	Remarks
Initiate studies.	15 November 1976	Underway.

J. Efficiency and Productivity of Photo Laboratory

An outside contractor was commissioned to study all aspects of current operations and recommend improvements in procedures for processing photographic materials.

Contractor has notified Agency officials that the report will be submitted during the week of November 22, 1976. The results will be evaluated before the end of 1976, and recommendations will probably be implemented during FY 1977.

INITIATIVE: 5

TITLE: Personnel Management

DEPARTMENT/AGENCY: Central Intelligence Agency

RESPONSIBLE OFFICIAL: James H. Taylor, Comptroller TELEPHONE: 351-4456

III. Position and Classification Management

A systematic reexamination of internal personnel systems depends on precise knowledge of how position allocations relate to individual substantive assignments. The first action step toward a systematic reexamination is a personnel inventory.

Action Steps	Milestone	Estimated Completion Date	Remarks
Conduct inventory	Complete directorate inventories.	15 November 1976	Inventories distributed to components 8 November 1976.